

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services

Funding Opportunity Title: Compassion Capital Fund Communities Empowering Youth Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-OCS-IC-0141

CFDA Number: 93.009

Due Date for Applications: 07/10/2006

Executive Summary:

The Administration for Children and Families (ACF), Office of Community Services (OCS), announces that applications will be accepted for new grants pursuant to the U.S. Department of Health and Human Services (HHS) Compassion Capital Fund (CCF) authorized under Section 1110 of the Social Security Act governing Social Services Research and Demonstration activities and the Department of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2006, Public Law (P.L.) #109-149.

Pursuant to this announcement, under the new Communities Empowering Youth (CEY) Demonstration Program, ACF will award funds to build the organizational capacity of experienced organizations and their partnering faith-based and community organizations to better meet the needs of America's disadvantaged youth. The lead faith-based or community organization (lead organization) will assist its faith-based and community partners through technical assistance and training in four CEY critical areas: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement. CCF CEY monies are to be used by the lead organization and its partnering faith-based and community organizations to increase their overall organizational sustainability and capacity. Capacity building activities are designed to increase an organization's sustainability and effectiveness, enhance its ability to provide social services, develop and/or diversify its funding sources, and create effective collaborations to better serve those most in need.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 1110 of the Social Security Act governing Social Services Research and Demonstration activities and the Department of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2006, Public Law (P.L.) 109-149.

A. Background

Helping America's Youth (HAY) is a Presidential Initiative, led by First Lady Laura Bush, to help our nation's children, teenagers, and young adults reach their full potential. HAY brings attention to the needs of young people, especially those in the most disadvantaged situations, and encourages and equips community partnerships that support the cornerstones for youth development: strong families, effective schools, and caring communities.

While research trends indicate that an increasing number of America's youth are on the path to success, too many young people still face persistent challenges that hold them back from growing into healthy, productive adults. To address these challenges, the Administration is making significant investments in promoting healthy marriages and families, strengthening accountability in our schools, and supporting America's Armies of Compassion.

At the same time, the President and Mrs. Bush understand that the Federal Government alone cannot solve the problems facing young people. For America's youth to succeed in the face of growing challenges, families, schools, and communities across the nation must come together in dynamic partnerships that support young people.

President Bush believes it is in the public's interest to broaden Federal efforts to work with faith-based and community organizations and has made improving funding opportunities for such organizations a priority. As part of the HAY Initiative, the Communities Empowering Youth (CEY) program under CCF will use multiple strategies to build the capacity of faith-based and community groups that are working to further foster positive youth development and provide alternatives to gang involvement and violence. Given the complexity of issues and the range of organizational skills and strengths needed in the work to help America's youth, even experienced organizations may benefit from further strengthening their organizational capacity to work in this area. Further, substantial efficiencies and synergy can be gained through the development and sustained work of community partnerships. Therefore, to encourage and equip such partnerships, the CCF CEY program is designed to work through a lead organization in partnership with faith-based and community organizations.

It is expected that CCF CEY funding will be used to increase the organizational capacity of both the lead organization and its partnering faith-based and community organizations and that these organizations will work together throughout the grant period to develop and strengthen their organizations to better meet the needs of youth

and families in their communities. Partnerships between the lead organization and its faith-based and community partners are to remain intact for the full project period; substitutions or new partners will need prior approval by ACF. The aim of the partnerships is to improve the capacity to develop and implement strategies for working together to meet the assessed needs of youth communities across the nation and develop coordinated responses to those needs. Approved organizations will have demonstrated well-developed working relationships and a history of collaborating with their faith-based and community partners prior to submission of an application under this funding opportunity. ACF anticipates that the approved organizations will represent a diverse set of affiliations and collaborative faith-based and community partnerships that reflect varied and multi-pronged approaches to encourage positive youth development. Examples of good partnerships include inclusion of partners that have not historically received Federal funds. Financial support should be used to assist faith-based and community partners in differing stages of development. For example, a lead organization can partner with a faith-based or community organization that does not have its 501(c)(3) status.

B. Program Purpose and Objectives

CCF CEY Demonstration Program seeks to build the organizational capacity and sustainability of the funded organizations and their faith-based and community partners. It is expected that the application submitted by the lead organization will represent the coalition as a whole and define the roles of the partners involved. The lead organization and its partners must have a record of involvement in addressing youth violence and fostering supportive relationships with youth ages 12-21 and directing them to or providing them with programs and activities that encourage positive youth development. Positive youth development includes but is not limited to: promoting a sense of safety; providing appropriate structure; creating supportive relationships; providing opportunities to belong; providing social norms, such as rules for behavior; giving youth responsibilities and meaningful challenges; providing opportunities for skill building; and coordinating family, school, and community programming.

Capacity building activities shall focus on strengthening the organizational capacity of the applicant organization and its partners in order to improve services to youth. ACF has determined that CEY grantees shall focus on improving organizational capacity among organizations providing services in the following social service priority areas: gang activity, youth violence, and child abuse and neglect. Capacity building activities shall also build the capacity of the lead organization and partnering organizations to coordinate with other State and local youth serving agencies and with local law enforcement and other groups working to prevent or prosecute crime. The goal is to build or further strengthen a broad based collaborative community coalition that will be better able to address myriad issues that disadvantaged youth face in their community. Successful lead applicants must demonstrate that they are in a well-defined geographic location with a proven track record of community involvement and experience in providing training and technical assistance to smaller faith-based and community organizations in their communities.

The CCF CEY Demonstration Program **does not** fund direct social service provision. Additionally, CCF CEY funds may not be used to support capacity building activities for local government, State, or Federal agencies. CCF CEY monies must be used to build and improve organizational capability and cannot be used to provide direct services by any organization receiving CEY funds. For example, an organization providing anger management counseling may not receive additional funds simply to enable it to provide exactly the same service to more people. Also, CCF CEY funds may not be used to supplant existing funds. Instead, organizations should use CCF CEY funds to improve the organization's capability and infrastructure.

CEY funded activities are expected to address issues critical to the long-term organizational viability of non-profit organizations so that partnering faith-based and community organizations are better prepared and positioned to meet their organizational mission and goals effectively.

ACF seeks to award CEY funds to experienced organizations and their faith-based and community partners that can demonstrate well-developed current and prior partnerships and collaborations to address the issues of youth violence and promote positive youth development in the proposed geographic coverage area. In most cases, the applicant organization's partners should be physically located in the same geographic area that is the focus area under the grant. The rationale for any exceptions must be clearly presented and reasonable.

The applicant must serve as the lead organization for the community partnership; this lead organization will be responsible for programmatic and financial oversight of the grant under the CCF CEY Demonstration Program. Successful applicants should detail the amount of funds proposed during the three-year-project period that will be budgeted among their coalition of faith-based and community partners and detail how such funds may be used to support organizational capacity building among partners. CEY funds are to be expended in each of the three 12-month budget periods. Funds to faith-based and community partners are to reflect the level of need evidenced by assessments of the organizations' partners and be in amounts reasonable and manageable for the partner organization based on the size of their prior and current operational budgets. Lead organizations must report on the use of funds used by their faith-based and community partners.

OCS will give priority to applicants who document that they will operate CEY activities in areas where there is significant gang activity. Applicants are encouraged to use the HAY Tool Kit available at www.helpingamericasyouth.org. This tool kit may be helpful in identifying the areas of organizational capacity that should be enhanced and strengthened to better identify community needs and create a comprehensive strategy to serve their communities. Applicants proposing to work in communities with significant minority populations must also demonstrate culturally appropriate partnerships. Successful applicants will have identified their approach to build their own organizational capacity in order to increase their ability to meet the needs of disadvantaged youth in their community. In addition, the lead (applicant) organization will provide organizational capacity building services to its partners.

Each CCF CEY lead organization will be responsible for providing capacity building training and technical assistance to its partnering faith-based and community organizations meeting the needs of disadvantaged youth.

Training and Technical Assistance

Training and technical assistance to faith-based and community organizations shall be provided in four critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement, depending on the needs of the partner organization. For example, one partner may require leadership training for its Chief Executive Officer, while another partner may need help with its community engagement strategy. Therefore, applicants must demonstrate the ability to address and provide training and technical assistance in all four areas of capacity building and include a coherent plan for providing the training and technical assistance.

Training and technical assistance activities must produce measurable results for the organizations served. Examples of the kinds of allowable activities relating to each topic area are listed below. This list is intended to be illustrative, not exhaustive:

Critical Areas	Examples
1. Leadership Development	<ul style="list-style-type: none">• Board Composition and Function• Staff Professional and Career Development• Training and Development of Volunteers• Succession Planning
2. Organizational Development	<ul style="list-style-type: none">• Board Governance• Systems: Management, Human Resources,• Financial, Information Technology, Planning• Written Policies and Procedures• Fiscal Controls• Comprehensive Communications Strategy• Non-Profit Incorporation

	<ul style="list-style-type: none"> • Grant Writing Training
3. Program Development	<ul style="list-style-type: none"> • Curriculum Development • Program Monitoring • Evaluating Program Outcomes
4. Community Engagement	<ul style="list-style-type: none"> • Community Asset Mapping • Community Needs Assessment • Establishing Collaborative Relationships

An organization must demonstrate its experience and ability to identify and utilize "high impact" strategies to assess and address the organizational needs of its own agency and those of its partnering faith-based and community organizations and describe the approaches it proposes if funded.

For purposes of this program announcement, training refers to group-based adult education and skill-building activities (i.e., workshops) and technical assistance refers to consultation that is specifically customized or tailored to the needs of each individual faith-based and community organization.

Technical assistance must be provided on a long-term, ongoing basis, rather than through single or short-term contacts. The training and technical assistance strategy must address a minimum of two of the critical areas of capacity building for each partner organization served, though, it is expected that in aggregate, the partner organizations served may represent the full range of all four critical areas. Technical assistance provided by the lead organization must be in the form of direct and individualized assistance to address at least two of the critical areas of capacity building as needed by the partner organization(s) (i.e., "one-on-one" assistance to the organization's leadership, key staff, and/or board). The lead organization will deliver both training and technical assistance. Training conferences and workshops may be part of an applicant's plan, but they must not be its sole focus. Training and technical assistance activities funded under CCF CEY are to be offered at no cost to partnering faith-based and community organizations.

Responsibilities of Successful Applicants:

Organizations selected to receive an award will be responsible for:

- Implementing activities as described in the project description of the approved application.
- Developing and implementing work plans that will ensure the services and activities included in the approved application address the needs of the organization and its partner entities in an efficient, effective, and timely

manner.

- Submitting regular semi-annual financial status and progress reports that describe project activities.
- Working cooperatively and collaboratively with ACF officials, other Federal agency officials conducting related activities, the other community coalitions approved under the CCF CEY Demonstration Program, and other entities or organizations contracted by ACF to assist in carrying out the purposes of the CCF CEY Demonstration Program.
- Ensuring that key staff attends and participate in any mandatory ACF-sponsored workshops and meetings, including the initial orientation meeting.
- Ensuring that CCF CEY Demonstration monies are not used to support religious practices such as religious instruction, worship, or proselytization.
- Completing and providing a community assessment within 90 days from receipt of the Financial Assistance Award detailing the need in their community in relation to gang activity, youth violence, and child abuse and neglect. Such applicants will describe how the proposed capacity building efforts will increase the organization and its partners' ability to address positive youth development for disadvantaged youth ages 12-21.

Proposed budgets should include the costs of travel-related expenses for two key personnel from the lead organization with responsibility for the CCF CEY award to attend a mandatory two-day orientation and leadership workshop with Federal officials in Washington, DC.

Organizations and their faith-based and community partners shall not use direct Federal grants or contracts under the CCF CEY Demonstration Program to support inherently religious activities, such as religious instruction, worship, or proselytization. Therefore, an organization must take steps to separate, in time or location, their inherently religious activities from the CCF CEY-funded services. Some of the ways organizations may accomplish this include, but are not limited to, promoting only the Federally funded program in materials, websites, or commercials purchased with any portion of the Federal funds. Further, participation in such activity by individuals receiving services must be voluntary.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a

religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all CCF CEY Demonstration program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at either 45 CFR 87.1 or the HHS website at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Current CCF CEY grantee organizations and their partners cannot use CCF CEY monies to contract or otherwise obtain services or technical assistance from other current CCF grantee organizations, unless approved by the ACF. In other words, a CCF CEY grantee may not contract with another CCF grantee (e.g., CCF Demonstration or Targeted Capacity Building Program Grantees) for the financial management of its CEY funds.

Approved applicants must be willing to work closely with ACF, and any entities funded by ACF, to coordinate, assist, or evaluate the activities of the lead organization providing training and technical assistance of its faith-based and community partners (i.e., either the lead applicant or its partners completing a survey).

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$30,000,000
Anticipated Number of Awards:	0 to 100
Ceiling on Amount of Individual Awards:	\$750,000 per project period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$300,000 for initial 12-month budget period
Length of Project Periods:	36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

Project periods for Awards: This announcement is inviting applications for project periods up to three years. Awards, however, will be made on a competitive basis, for a one-year budget period. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three-year project period

will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operations Center

Compassion Capital Fund Communities Empowering Youth Demonstration Program
1515 Wilson Boulevard, Suite 100
Arlington , VA 22209
Phone: 800-281-9519
Email: ocs@lcgnet.com

2. Content and Form of Application Submission:

General

The application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. The application must use Times New Roman 12-point font or Arial 12-point font.

The Table of Contents must not exceed one page.

The Project Abstract must not exceed one page.

The Project Narrative must not exceed 25 pages. Pages submitted beyond the first 25 in the application's Project Narrative section will be removed prior to panel review.

The Appendix must not exceed 50 pages. The Appendix includes the sample assessment tool(s) the applicant will use to assist organizations in identifying organizational needs in the four critical areas of capacity building, support letters, and any other additional supporting documentation.

All pages of the application must be sequentially numbered. The Budget, Narrative Budget Justification, Standard Forms for Assurances, Certifications, Disclosures, and cost-share letters are not included in the Project Narrative and Appendix page limitations.

Applicants should not send pamphlets, brochures, or other printed material along with their applications. These materials, if submitted, will not be included in the review process. In addition, applicants should not submit any additional letters of endorsement beyond any that may be required.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B,

Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must

complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/10/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*., between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Third-Party Agreements	See Section V.1	Found in Section V.1	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Support Letters	See Section V.1	Found in Section V.1	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370

L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

The costs of organized fundraising or solicitation with Federal awards are unallowable per OMB Circulars A-122, A-87, A-21. For example, CCF CEY monies may not be used to fund solicitations for donations or fundraising events.

The cost of direct services or of augmentation or supplanting direct service delivery funds as part of the proposed activities is not considered capacity building and is therefore not an allowable cost.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operations Center
Compassion Capital Fund Communities Empowering Youth Program
1515 Wilson Boulevard, Suite 100
Arlington, VA 22209

Hand Delivery

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operations Center
Compassion Capital Fund Communities Empowering Youth Program
1515 Wilson Boulevard, Suite 100

Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be

achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the

applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate

agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must

enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

(a) Capacity Building Strategy (15 Points): An application will be evaluated on the reasonableness of the proposed plan for further developing the lead organization's capacity in a minimum of two critical areas of capacity building: 1) leadership

development, 2) organizational development, 3) program development, and 4) community engagement. An application will be evaluated on the extent to which the proposed plan addresses how an applicant's faith-based and community partners will build their capacity in a minimum of two critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement. Applicants will be evaluated on the extent to which the capacity building approach or strategy is logical, reasonable, and clearly linked to the desired results or benefits expected.

(b) Training/Technical Assistance Strategy (15 Points): An application will be evaluated on the extent to which the applicant demonstrates its ability to provide training and technical assistance in all of the four critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement.

Applications will be evaluated on the extent to which the applicant describes the capacity building activities proposed to address the needs of its partnering faith-based and community organizations in each of the four critical areas listed above are logical, reasonable, and clearly linked to the desired results or benefits expected. Applicants must also propose a logical and attainable schedule for accomplishing planned activities.

Applications will be evaluated on the extent to which the outlined strategy is comprehensive and clear. For purposes of this program announcement, training refers to group-based adult education and skill-building activities (e.g., workshops); technical assistance refers to consultation that is specifically customized or tailored to the needs of each individual partnering faith-based and community organization.

Applications will be evaluated on the extent to which training and technical assistance plans address a minimum of two of the critical areas of capacity building set out in this announcement for each faith-based and community organization partner. The application will be evaluated on the extent the applicant provides sufficient evidence and assurance that the technical assistance provided by the lead organization will be in the form of direct and individualized technical assistance (i.e., "one-on-one" assistance to the organization's leadership, key staff and/or board). Applicants must incorporate a description of how they will inform partnering faith-based and community organizations that their activities are governed by all applicable Federal laws and regulations including those in 45 CFR Section 87.1, which state that direct Federal grants or contracts under the CCF CEY Demonstration Program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

ORGANIZATIONAL PROFILES - 25 points

(a) Past Experience (5 Points): An application will be evaluated on the extent to which the applicant and its partnering faith-based and community organizations demonstrate their experience in, and a proven track record of, working within at least one of the following CEY social service priority areas: gang activity, youth violence, and child abuse and neglect. Applicant organizations must demonstrate a well-

developed working relationship and a history of collaborating with faith-based and community partners existing prior to the announcement of this funding opportunity. In addition, an applicant must demonstrate that it has a proven track record in providing training and technical assistance to faith-based and community organizations, including concrete examples with specific dates of training and technical assistance that the applicant has provided relating to all four critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement.

(b) Organizational Capability (10 Points): An application will be evaluated on the extent to which the applicant demonstrates how the lead organization is well positioned to carry out the project and how the proposed project fits into the structure of the applicant's organization and any other activities of the organization during the project period. The applicant should provide evidence of facilities, fiscal controls (e.g., certified accountant, accounting computer systems, audits), and other resources that are adequate to support the project and achieve project goals. An application will be evaluated on the extent that the applicant demonstrates that its financial management systems meet the standards required by 45 CFR 74.21 (for more information, please visit the Government Printing Office Access website at: http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr74_05.html).

(c) Project Management Structure and Staffing (10 Points): An application will be evaluated on the appropriateness of the expertise and experience of key staff proposed to have primary responsibility for carrying out the project, including a detailed description of the kind of work they will perform. An application will be evaluated on the extent to which the evidence provided demonstrates the staff's skill, knowledge, and experience in carrying out their assigned activities, such as evidence that demonstrates not only staff's good technical skills, but also a clear record of working with faith-based and community organizations. An application will be evaluated on the extent to which the organization's partnerships with other faith-based and community organizations for purposes of this CCF CEY application are clearly defined and documented (e.g., significant contributions to the proposed project by each partner; a formal agreement among parties; defined roles and responsibilities appropriate to their natural strengths; and shared decision-making responsibility).

An application will also be evaluated on the demonstrated appropriateness of the skills and experience of consultants or staff from other organizations proposed to work on the project.

OBJECTIVES AND NEED FOR ASSISTANCE - 25 points

An application will be evaluated on the extent to which the applicant demonstrates that the organization and its faith-based and community partners are established and have well-developed connections to and working relationships in the geographic area they propose to serve.

(a) Service Area (5 Points): An application will be evaluated on the extent to which

the applicant and its faith-based and community partners demonstrate a prior history of involvement in and connectedness to the proposed geographic area of operations to ensure that the impact of CEY activities provided is local and can be sustained. An application will be evaluated on its demonstrated history working in one of the following social service priority areas: gang activity, youth violence, and child abuse and neglect.

(b) Needs of Service Area (5 Points): An application will be evaluated on the extent to which the applicant describes the specific needs within the geographic coverage area that can be addressed through increased organizational capacity among the organizations. Applications will be evaluated on the extent to which the applicant provides documentation, based on recent, reliable data from published sources, demonstrating that it will implement the proposed project in a distressed community, a neighborhood or geographic community with an unemployment rate and/or poverty rate equal to or greater than the State or national rate and engages organizations that serve disadvantaged youth populations.

(c) Applicant's Capacity Building Needs (5 Points): An application will be evaluated on the extent to which the applicant documents the capacity building needs of its organization in relationship to a minimum of two critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement.

(d) Needs of Partnering Faith-Based and Community Organizations (5 Points): An application will be evaluated on the extent to which the applicant documents the capacity building needs of its partnering faith-based and community organizations in relationship to a minimum of two critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement. An applicant is encouraged to provide documentation of those needs from third-party sources, as available.

(e) Project Objectives (5 Points): An application will be evaluated on the extent to which the applicant states all primary project objectives. The stated objectives of the proposed project will result in increased organizational capacity of the lead organization and faith-based and community partners in a minimum of two critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement. In addition, an application will be evaluated on the extent to which the lead applicant's objectives will support the provision of appropriate and adequate training and technical assistance to its partnering faith-based and community organizations to build their organizational capacity in a minimum of two critical areas: 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement. The application must clearly indicate the applicant's awareness and intent to comply with the requirement that CCF CEY monies shall not be used by the lead organization or its partners to provide direct services or for direct fundraising activities.

BUDGET AND BUDGET JUSTIFICATION - 10 points

(a) Project Budget (8 points): An application will be evaluated on the extent to which the budget provides a detailed justification for the amount requested and the budget items are clearly associated with, and necessary to, the conduct of the project as proposed. CEY monies are to be budgeted for and used to improve the organization and its faith-based and community partners' long-term efficiency and capacity.

An applicant will be evaluated on the extent to which it details the amount of funds projected during the three-year project period to be budgeted among their coalition of faith-based and community partners. Applicants should refer to the budget information presented in the Standard Forms 424 and 424A and to the budget justification instructions in Section V, General Instructions for the Uniform Project Description.

(b) Last Two Years' Operating Budgets (2 points): An application will be evaluated on the extent to which the applicant includes a demonstration that the amount of CEY funds being requested is proportional to the size of the applicant's operating budgets during the last two years. For example, it would be unreasonable for an organization that operated with \$100,000 in 2004 and \$110,000 in 2005 to request \$1 million in Federal funds. Detailed breakdowns of the applicant's or its partners' organizational operating budgets are not required.

RESULTS OR BENEFITS EXPECTED - 10 points

An application will be evaluated on the extent to which the applicant: identifies the results or benefits expected to be derived from project activities; describes how the proposed project will affect the sustainability of the lead organization and its faith-based and community partners; and describes the process for determining the relationship between project activities and anticipated outcomes, including any output and outcome measures to be used to assess the proposed project. For purposes of this announcement, an outcome is defined as any benefit or change in the capacity of the lead organization and its faith-based and community partners after receiving services. In addition, the applicant must clearly describe the relationship(s) among project objectives, activities, and anticipated results. The results and benefits proposed by the applicant must be reasonable and likely, quantified, and clearly linked to and supported by the proposed organizational capacity building approach.

Additional Bonus Points - 2 points

An application will be evaluated on the extent to which the application demonstrates that the applicant has developed partnerships with local, State and Federal agencies and/or faith-based and community organizations that are working in conjunction with First Lady Laura Bush's HAY Initiative. CCF CEY monies can be used only to build the capacity of faith-based and community partners. The Federal agencies collaborating on the HAY Initiative include: HHS, U.S. Department of Education, U.S. Department of Justice, U.S. Department of Labor, U.S. Department of Housing

and Urban Development, U.S. Department of Agriculture, U.S. Department of Interior, Office of National Drug Control Policy, and Corporation for National and Community Service.

Additional Bonus Points - 3 points

An application will be evaluated on the extent to which the applicant and its faith-based and community partners demonstrate that there is significant gang activity within their geographic areas.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications received by the due date will be reviewed and scored competitively. Experts in the field, generally persons from outside the Federal Government, will use the evaluation criteria listed in Section V of this announcement to review and score the applications. The results of this review will be a primary factor in making funding decisions. ACF may also solicit comments from Regional Office staff and other Federal agencies. ACF may consider a variety of factors in addition to the review criteria identified above, including geographic diversity/coverage and types of applicant organizations, in order to ensure that the interests of the Federal Government are met in making the final selections. Furthermore, ACF may limit the number of awards made to the same or affiliated organizations although they would serve different geographic areas.

As stated, CCF CEY monies must be used for organizational capacity building and not for direct services. Additionally, organizations that receive CCF CEY funds may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with CCF CEY funds. If an organization conducts such inherently religious activities, the activities must be offered separately, in time or location, from the programs or services funded with CCF CEY assistance, and participation must be voluntary for beneficiaries of the CCF CEY-funded programs or services. Some of the ways organizations may accomplish this include, but are not limited to, promoting only the Federally funded program in materials, websites, or commercials purchased with any portion of the Federal funds. In addition, an organization receiving CCF CEY funds shall not, in providing CCF CEY-funded services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may

retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all CCF CEY Demonstration program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at either 45 CFR 87.1 or the HHS website at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

The original report and one copy should be mailed to:

Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor-East
Washington, DC 20447-0002
Phone: 800-281-9519
Email: ocs@lcnnet.com

VII. AGENCY CONTACTS

Program Office Contact:

Rafael J. Elizalde
Administration for Children & Families
Office of Community Services
370 L'Enfant Promenade, S.W.
Aerospace Building, 5th Floor-West
Washington , DC 20447-0002
Phone: 800-281-9519
Email: ocs@lcnnet.com

Grants Management Office Contact:

Barbara Ziegler-Johnson
Administration for Children & Families

370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor-East
Washington, DC 20447-0002
Phone: 800-281-9519
Email: ocs@lcgnet.com

VIII. OTHER INFORMATION

Additional information about the HAY Initiative and its purpose can be found on the following website: <http://www.helpingamericasyouth.gov/default.htm>.

Date: 05/17/2006

Robert Velasco
Acting Director
Office of Community Services